

INSTRUCTIONS : TankHelper II Online Training

Login or Create a New User

For first time users:

Select “Create a new account” and complete the required fields as noted by an asterisk (*). You will create a username and password which will be specific to you and your training; please be sure to record this information for your records to ensure you are able to return to your training. Note: The primary email you enter must be unique. This email is used to issue certificates and send updates.

Returning users:

- ❑ Enter your Username and password and click on the Login button.

Forgot your username or password:

- ❑ If you cannot remember your username or password, click on the “Forgot username or password?” link located under the “Create new account” sign in information.
- ❑ To reset your password, submit your username or your email address. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

View Dashboard:

The screenshot shows the TankHelper II Online Training dashboard. The top navigation bar includes the DEQ Montana logo, the title 'Tank Helper II Online Training', and links for Notifications and Profile. A left sidebar contains links for Dashboard, Calendar, and Private files. The main content area is titled 'Learning' and features a search bar, a filter dropdown set to 'All', and a list of programs and courses. Each item has a status indicator (a circle with a dot) and a button to either 'Start' or 'Go to course'. A red line with dots connects the 'Dashboard serves as a home page for TankHelperII training.' annotation to the 'Dashboard' link in the sidebar. Another red line connects the 'Notifications' annotation to the bell icon in the top right. A third red line connects the 'Profile' annotation to the user profile icon. A fourth red line connects the 'Available Courses -->' annotation to the 'Available Courses -->' link in the right sidebar. A fifth red line connects the 'All available courses to Owners/Operators' annotation to the text below the 'Available Courses -->' link. A sixth red line connects the 'CONTACT US' annotation to the contact information at the bottom. A seventh red line connects the 'Programs and Courses enrolled in already. The Green check mark indicates completion' annotation to the green check marks in the status indicators of the 'Welcome Class A & B Operators' and 'Corrective Action Plan: Spill and Overfill Lesson' items.

Dashboard serves as a home page for TankHelperII training.

Notifications

Profile

Dashboard

Calendar

Private files

Customize this page

Learning

▼ All

Search

Collapsed

PROGRAM

Class A Operator

Start

PROGRAM

Class A & B Operator Training

Start

COURSE - OPERATOR TRAINING

Welcome Class A & B Operators

Go to course

COURSE - CORRECTIVE ACTION PLAN

Corrective Action Plan: Spill and Overfill Lesson

Go to course

COURSE - OPERATOR TRAINING

Welcome Class A Operators

Go to course

Available Courses -->

Go to the Available Courses list then choose which Training Program or Course you need to complete.

All available courses to Owners/Operators

CONTACT US

Montana Department of Environmental Quality, UST Program

Phone: 1-406-444-5300 | Email: dequstprogram@mt.gov

Contact Information for Support

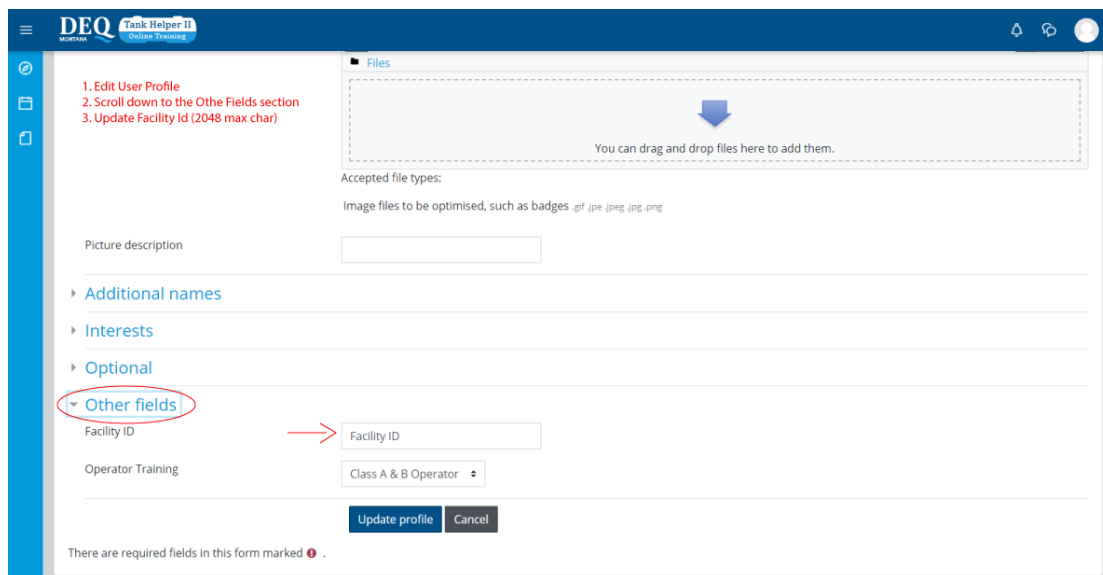
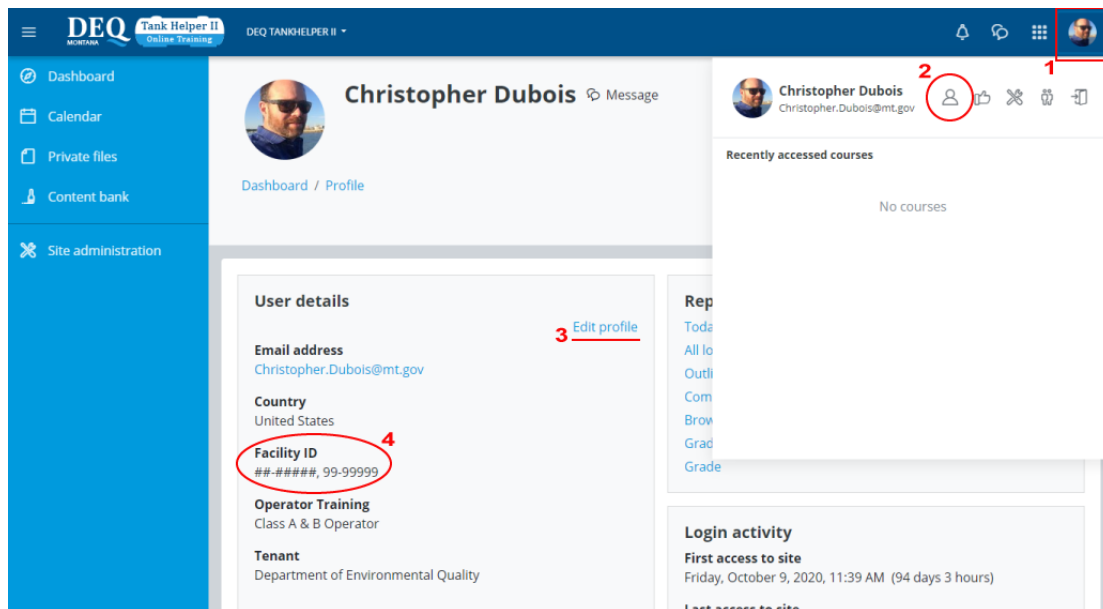
Programs and Courses enrolled in already. The Green check mark indicates completion

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Update User Profile:

Once logged in, update your profile with your Facility ID

1. This is important for tracking which Facility you are taking operator training or corrective action plans. This ID will display on your certificate once you complete training.
2. Click on the *User Profile icon* in the top right corner
3. In the menu click on *Profile icon* then, click on the *Edit Profile* link
4. Scroll all the way down to the *Other Fields* section, expand it and enter your Facility ID
5. Click *Update Profile*



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View Available Programs and Courses:

Operator Training Programs

- ☐ Class A & B Operator (contains 5 lessons & 1 quiz)
- ☐ Class A Operator (contains 5 lessons & 1 quiz)
- ☐ Class B Operator (contains 5 lessons & 1 quiz)

Corrective Action Plan re-training courses

- ☐ Spill & Overfill (contains 1 lesson & 1 quiz)
- ☐ Corrosion Protection (contains 1 lesson & 1 quiz)
- ☐ Leak Detection (contains 1 lesson & 1 quiz)

Select a Training Option and view course layout:

The screenshot shows the TankHelper II online training interface for the Administration Lesson (Class B). The interface includes a sidebar with navigation options: Administration Lesson (...), Badges, Competencies, Grades, Dashboard, Calendar, and Private files. The main content area displays the course structure for the Administration Lesson (Class B). The course structure includes sections: History & Purpose of the underground storage tank program, Release Reporting, Class C Operator Training, and Lesson Quiz. Each section has a video link and a completion indicator. A table of contents is visible on the right side, listing the sections: History & Purpose of the underground storage tank program, Release Reporting, Class C Operator Training, and Lesson Quiz. Red arrows point to the video links and completion indicators.

Compete Training:

Watching the Training Modules:

The Operator Training and Corrective Action Plan options contain all lessons, video training modules, summary training points, and links to quizzes needed to complete your training. All the information on this page is loaded based upon training category you selected. Links to individual video training modules are included in each lesson.

Click on each link to watch the video training modules associated with each lesson.

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Should you wish to read the transcripts associated with each video you may click on the *view the transcript* link located at the top of the video screen.

Within each video training module there are summary training points which display below the video. These will help in passing the quizzes.

Take lesson quizzes:

- ☐ To pass each quiz, you will need an 80% or higher
- ☐ You may reattempt a quiz if you failed to score 80%
- ☐ Make sure you have watched the videos and read the over the training points

Receive a Certificate:

Once you complete the required course lessons and pass the quizzes with an 80% or higher, you will receive a certificate in your email in PDF format. Retrieve and print the certificate(s) associated with your training from within the "Certification" section. Be sure to print these, as they are required for verification of your training completion. The Certificate will display the Facility ID provided in your profile and the date it was awarded on. See the example below.



Get TankHelper II Support:

For more information about using the TankHelper II service, or if you have questions regarding your facility or underground storage tanks, please contact the Montana Department of Environmental Quality, UST Program by calling 1.406.444.5300 or send Email to dequstprogram@mt.gov.